

RESERVATION NO. _____

REQUEST TO RESERVE AN IDTC

DATE:

MEMORANDUM FOR Chief, AE Acquisition Branch

SUBJECT: Request for Reservation

AE NAME:

CONTRACT NO.:

PROJECT TITLE:

LOCATION OF PROJECT:

___ NEW DELIVERY ORDER ___ MOD TO DELIVERY ORDER _____

ESTIMATED DATE PACKAGE IS EXPECTED IN AE ACQUISITION BRANCH

AMOUNT _____

(include ALL NEGOTIATED OPTIONS)

Design Manager/Ext.

Section Chief

OWNER APPROVAL

(YOU MUST OBTAIN THE INITIALS OF THE OWNER OF THE CONTRACT)

___ MILITARY BRANCH

___ MASTER PLANNING

___ HTRW BRANCH

___ OPERATIONS

___ PLANNING DIVISION

___ REAL ESTATE

___ CIVIL WORKS

___ DESIGN BRANCH

___ OTHER

A/E ACQUISITION APPROVAL

___ RESERVATION APPROVED

___ RESERVATION DENIED. REASON FOR DENIAL: _____

JOANNE L. ROACH
IDTC Program Manager